

STATEMENT OF WORK

REAL PROPERTY INVENTORY MANAGEMENT SUPPORT SERVICES

1.0 BACKGROUND

The Federal Aviation Administration (FAA) is the Department of Transportation's (DOT) lead Operating Administration for managing the DOT/FAA's real property portfolio, Asset Management Plan, Sustainability and Three-Year Timeline documents in accordance with the directions from the Office of Management and Budget (OMB) and in compliance with the Federal Real Property Council's initiative for real property and Executive Order 13327. This contract supports data analysis and reporting to OMB and FRPC.

2.0 REQUIREMENTS

The contractor must demonstrate proficiency and creditable experience in working with the Federal Real Property Council's (FRPC) requirements for federal real property inventory, modeling, performance analysis, data generation for reporting on sustainability. In addition, the contractor must demonstrate experience in working with multiple federal agencies represented on the FRPC, agencies successful in their real property programs and initiatives to satisfy FRPC/OMB deliverables. The contractor must have current experience in preparing and publishing OMB-approved, Department-level Asset Management Plans and Three-Year Timeline documents that meet OMB and FRPC requirements. The contractor must have experience in sustainability and requirements from Executive Orders 13423 and 13514. The contractor must demonstrate experience in setting metrics and dashboard reporting for performance measures for meeting OMB requirements and FAA's Flight Plan goals.

3.0 SCOPE

- 3.1 Contractor will maintain the Department's Asset Management Plan in accordance with FRPC/OMB requirements for third quarter delivery. This includes periodic updates of the plan for FAA as centralized real property management evolves to incorporate more effective and efficient use of the real property assets in FAA's real property portfolio. The asset management plan will reflect FAA's management of its real property portfolio and provide high-level performance measures to demonstrate the efficiencies developed from its active use.
- 3.2 Contractor will maintain and update the three-year rolling timeline in accordance with FRPC/OMB requirements for fourth quarter delivery. FAA's timeline will incorporate best practices metrics and performance

measures to demonstrate FAA's day-to-day management of the real property portfolio.

- 3.3 Contractor will develop the methodology for meeting requirements for reporting on FRPC's 25th data element, Sustainability. This requires reporting according to the five guiding principles in Executive Order 13423. Sustainability reporting is mandatory on a semi-annual basis for building assets, and may optionally be reported for structures. Contractor will collect the data on sustainability from various data sources in DOT and develop reporting on it at the asset level, as mandated by FRPC/OMB.
- 3.4 Contractor will assist in analyzing Real Estate Management System (REMS), a web enabled Oracle database, inventory data and generating a list of candidate assets for possible disposition based on the FRPC disposition decision tree model for each fiscal year. Contractor will assist in preparing the data for each of the 25 fields mandated for DOT data submission to the Federal Real Property Profile (FRPP), annually in the first quarter. This includes collection of data from FAA's program offices for Plant Replacement Value (PRV), Operations and Maintenance Costs (O&M), and Repair Needs (RN), as well as modeling the rest of the information. Contractor will assist in analyzing and addressing DOT's annual FRPP submission data anomalies and preparing suitable responses for OMB.
- 3.5 Contractor will meet on a recurring basis, but not less often than monthly, with FAA/ALO (Aviation Logistics Organization in FAA's Regions and Center Operations) on a project management review. Each review will include work progress, project status, costs to date, problems encountered, analysis of next steps, project completion prognosis, and issues to be resolved.
- 3.6 Contractor will design, develop and improve a dashboard to monitor and analyze the FRPP performance measures associated with REMS data-as required by OMB. This dashboard will be available electronically to DOT/FAA organizations to develop a-business cases to support recommendations to the real property using organization. (For example, if a property needs to be repaired or replaced because the performance measure values are dropping, sufficient support from the analysis needs to be provided to present the compelling recommendation for repair or replacement by the using organization
- 3.7 Contractor will utilize the data from REMS to assist the FAA in developing the real property performance metrics for tracking FAA's Flight Plan goals and ARC (Region and Center Operations) Business Plan goals. The Contractor will maintain the existing real property metrics on

REMS' web-site and provide technical expertise on defining the data schema, dependencies, and overall architecture.

- 3.8 Contractor will provide program management support for ALO's work with the Enterprise Service Center (ESC) in Oklahoma City and Archibus (COTS) implementation. Contractor will assist in preparing status reports, meeting minutes, and project schedules. Contractor will support ALO task assignments and resource allocation.
- 3.9 Contractor will identify other FAA applications that contain real property information and match their data to the data in REMS based on the FRPC Real Property Unique Identifier. Contractor will analyze, recommend and implement the interfaces between REMS and the other FAA real property applications. This involves using the FRPC Real Property Unique Identifier across FAA in various program offices to capture and report the changes in the performance measures for each constructed real property to the OMB.
- 3.10 Contractor will develop a consolidated real property requirements document that consolidates all real property systems requirements across the department. The document will identify those real property systems that duplicate each other and will provide recommendations for their consolidation.

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